EXHIBIT D

APPLICATION ACCESS REQUEST FORM

PART A – USER INFORMATION – *PRINT CLEARLY*

☑ New System User ☐ Change/Update ☐ Delete User

Last Name:	First Name:	Novell User ID (Mandatory):	Pass No:
Aiken	Geneva	U316009	M33291

Division/Depot/Facility:	R/C (Mandatory):	Title:
Buses West Farms		SLD

Email:	Telephone No:	Work Cell (If Applicable):
geneva.aiken@mytaxi.com	REDACTED	

PART B – DOBIC APPLICATION ACCESS REQUEST

Select a DOB Application as show below: Then indicate which depot you require access to. If you need BCC access select "BCC". Next select as Profile e.g. – BCC Manager, 19A Dispatcher, Yard Dispatcher, etc.

☐ ALPS (Sick Leaving Tracking)	Profile:	Depot:
☑ Accidents and Convictions (Training and Safety)	Profile:	Depot:
☑ Briefs (Please indicate MTA or OA/TA)	Profile:	Depot:
☑ Yard Dispatcher Road Call Data Entry System	Profile:	Depot:
☐ Road Call (Please indicate MTA or NYCT)	Profile:	Depot:
☑ Check Rides Request	Profile:	Depot:
☑ Synopsis	Profile:	Depot:
☐ LENS (DMV Alerts)	Profile:	Depot:
☐ Other	Profile:	Depot:

PART C – REQUIRED SIGNATURES

User's Signature: [signature] Date: 2-1-17

Supervisor's Signature: [signature] Date: 2/1/17

Supervisor's Name: Phakeshia Murphy Pass No: M33156 Tel: 718-315-75[illegible]2

PART D - ADMINISTRATOR USE ONLY

User ID: _____ Create / Mod / Disable Date: _____

Admin Name: _____ Admin Signature: _____

E-mail completed and signed form to the IT Service Desk South at ITServiceDeskSouth@mtahq.org

Your ticket will then be routed to the EA BUS APPS SECURITY REQUEST Resolver Group for processing

MTA Information Technology

Folder Access / Move Modification Form

Date: 1/24/17

User's name (Last, First, M.): [redacted] Dept. Buses Pass Number / BSC ID / If Contractor N/A: M33156 / 9173118

Title: S.L.D. Phone Number REDACTED Room/Cubicle:

Work Location: West Farms Computer Asset Tag Number MTAA

User ID / AD Account (Required):

☑ Request for Shared Drive Permissions — Please check one: ☐ Add Shared Drive Permissions ☐ Modify Shared Drive Permissions ☐ Remove Drive Permissions

Shared Drive Information — Full Share Path (Required): Bus_share II Trans.t (NYCT) (T) WFR_Depot

☐ Read Only ☐ Read & Write UserID to Clone for Shared Drive Permission:

If User is moving to another department (i.e. moving from Department of Buses to Department of Subways)

Moving From: Moving To:

Part B - USER ACKNOWLEDGMENT

I acknowledge that I have received and read NYC Transit LAN Operating Procedures ISC024 (available on TENS). By singing this Request Form I agree to abide by this Operating Procedure. I also acknowledge that any tasks performed on the NYCT LAN/WAN and e-mail are subject to monitoring by ICSS. Note that using the network resources for non-business related purposes could result in your access being revoked and/or disciplinary action.

User's Signature: [redacted] Date: 1/24/17

Part C – DEPARTMENT HEAD (Data Owner) APPROVAL

Print Manager's Name and Title: Phakeshia Murphy GSS Pass Number: M33156

Phone Number: 718-319-7572 Dept.: Buses Address: 1100 E. 177th St Bronx, NY

Signature: [redacted] Date: 1/31/17

Upon approval, forward to (IT Service Desk) by e-mail (scanned copy) to ITServiceDeskSouth@mtaho.org

MTA, Information Technology Department

Reyes,Emilio

From: Aiken, Geneva
Sent: Monday, October 16, 2017 5:32 AM
To: Reyes,Emilio; Caminero, Alfredo
Subject: Authorized Personnel

Good day GS Reyes. As per our conversation Friday night in reference to the copy machine when I was asked by other staff members (four) to enter General Office to make copies. Due to sign on crew and general door entrance which I consciously abided and being the only dispatcher in crew and general office at the time I secured the area. Also GSS office door is always open during hawk hours as well. However, I was never asked to make copies at the time as I had BO at window for schedule pullouts.

If you will I request something in writing who is allowed in crew and general area doing hawk hours.